

SEPTEMBER 28, 2021
H.O.A. DIRECTORS MEETING, THE RESERVE

Dave Wientjes and Bob Maki have been tasked with providing the Board of Directors a recommended policy to follow when it comes to authorizing, approving, and issuing funds for work done or expenditures made on behalf of the H.O.A. Before we issue a formal recommended policy we need input from the Board. We do not want to create a bureaucratic nightmare that is impossible for an organization our size to follow, yet we need to have a policy that incorporates enough internal controls to make sure all expenditures are proper, well thought out, and made in the best interests of our Association members. We are asking for Board input and discussion on the following points:

- Per our Bylaws the Treasurer is the designated officer authorized to sign checks on behalf of the Association. A backup will be required but the Treasurer is clearly the primary authorized signing official.
- Upon the recommendation of the Treasurer, and presented at a regularly scheduled Board meeting, the full Board will act to authorize the Treasurer to issue the checks put before the Board at that meeting.
- With some exceptions all authorizations for purchases and work being done on behalf of the Association must be preapproved with enough detail to know what is to be accomplished, the amount of money authorized, and the expected time frame.
- An Authorization form will be developed by a committee and at a minimum the form must be in writing, contain enough information to clearly explain the objective, require an authorizing signature, and be presented along with an Invoice from the vendor prior to being approved by the Association Treasurer.
- No checks can be issued without an invoice of some sort?
- Please discuss who should be allowed to issue (and sign) 'The Expenditure/Work Authorization' forms on behalf of the Association.
- Should there be a dollar limit on this policy and if so what is the procedure for authorizing the Treasurer to issue a check without a properly executed 'Expenditure/Work Authorization' form?
- How should we handle emergency situations?
- Other items we should discuss/consider?

Dave Wientjes
Bob MaKI